



Coordinator, Professional Standards

Non-Classified Classification

Open for Recruitment: November 6 – November 19, 2008

Announcement # NONCLS057253

Salary Range: \$17.00 - \$22.40 per hr (\$35,360 - \$46,592 yearly) [-Plus Competitive Benefits!](#)

Location: Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

GENERAL INFORMATION:

The State Department of Education is seeking outstanding candidates to apply for the position of **Coordinator, Professional Standards** in the Teacher Certification and Professional Standards Unit. This position supports the Professional Standards Commission and the Director of Certification/Professional Standards.

RESPONSIBILITIES:

Basic duties of the Coordinator include, but are not limited to:

Professional Standards Commission Meetings

- Coordinate the PSC Executive Committee, including but not limited to:
 - Prepare and monitor PSC budget and communicate with Budget Chair
 - Develop PSC budget report and communicate with Budget Chair
 - Set agenda
 - Set-up and facilitate conference calls
 - Assist in coordinating the new PSC member orientation
- Assist the PSC Administrator regarding Standards Committee action items
- Revise and update PSC Procedures Manual
- Revise and update PSC strategic planning process
- Compose and revise PSC information brochure
- Develop and maintain program records systems and/or in collecting information and preparing reports as needed
- Prepare, reconcile, and report budgets for multiple accounts

Teacher Preparation/University Approval Tasks

- Coordinate the review of Certification Enhancements Standards
- Act as liaison between Education Testing Services (ETS) state representative and the SDE Certification department for Praxis tests input preparation and tracking
- Act (as part of a team) as state observer during educator preparation program reviews at Idaho institutions of higher education
 - Coordinate all aspects of organizing previsits, site review visits, focus visits, and post visits
 - Act as liaison between institution head, lead team reviewer, state observers, and National Council for Accreditation of Teacher Education (NCATE)
- Coordinate all final documentation and follow through with PSC/Board Approval processes for reviews
- Compile and report on-line required information for NCATE

Rulemaking Tasks

- Assist the Director in rulemaking writing and procedures
- Track changes and recommendations through rulemaking process
- Conduct rulemaking public hearings
- Compose revisions to rules and procedures in online certification manual

MINIMUM REQUIREMENTS:

- Bachelor's Degree from an accredited college or university
- Experience in education or related setting
- Higher education experience preferred
- Microsoft Excel and budget experience a plus

APPLICATION PROCEDURE:

Please submit a letter of interest, the professional staff employment application (see link below), your resume'/CV, and three letters of recommendation or the names and contact information of three professional references to:

State Department of Education
Human Resources Office
650 W. State Street
P.O. Box 83720
Boise, ID 83720-0027
Phone: (208) 332-6873
E-Mail: hr@sde.idaho.gov

Your letter of interest and/or resume should specifically address how your education and work experience meet the responsibilities, qualifications, and required skills of the position. The professional staff employment application and veteran's preference information can be found at:

<http://www.sde.idaho.gov/JobOpenings/default.asp>

Application materials may be dropped off, mailed, faxed or submitted electronically. By electronic submission, applicants certify that the information they are providing is true and correct even without an actual signature.

**Thank you for your interest in employment with the
State Department of Education!**

OVERTIME NOTICE:

At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations.